

CA-PMM**Project Name:** Workforce Services Network (WSN) Project**OCIO Project #:** 7100-193**Department:** Employment Development Department (EDD)**Reporting Period:** From: To:**Team Member to Project
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			
Status Summary	Yes/No	Explanation	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

Status of Assigned Issues

Issue Number	Description	Due Date	Status
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Team Member to Project Manager

CA-PMM**Project Name:** Workforce Services Network (WSN) Project**OCIO Project #:** 7100-193**Department:** Employment Development Department (EDD)**Reporting Period:** From: 6/1/09 To: 6/30/09**Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Business requirements from the FSR need to be more detailed for the RFP.	"Develop RFP" milestone is extended by another two months.	Adjust subsequent milestones.
2. Were any key milestones or deliverables rescheduled?	Yes	"Develop RFP" will take longer than planned.	Subsequent milestones have been pushed out.	In order to stay within overall project timeline, we shortened the roll-out period. We were able to make this adjustment because we realized the vendor solution will be available for training immediately.
3. Was work done that was not planned?	Yes	In an effort to avoid duplicate system development, the Employment and Training Panel (ETP) asked the team to review their system requirements and consider applicability within WSN.	Part of the reason for extending the "Develop RFP" milestone.	Review ETP requirements to determine if they fall within the scope of the WSN Project.
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			

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6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	Yes	"Develop RFP" milestone was extended.	The "Release RFP, Evaluate & Select" milestone has been delayed.	Work to get the RFP through internal clearance by 8/4/09.
8. Are there any new major issues?	Yes	Determining whether ETP fits within the scope of WSN.	Part of the reason for extending the "Develop RFP" milestone.	Review ETP requirements to determine if they fall within the scope of the WSN Project.
9. Are there any staffing problems?	No			

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Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	"Develop RFP" has taken longer than expected; subsequent milestones have pushed out.	Work to get the RFP through internal clearance by 8/4/09.
2. Do any key milestones or deliverables need to be rescheduled?	Yes	No impact to the implementation date.	
3. Is there any unplanned work that needs to be done?	Yes	No impact to the implementation date.	Review ETP requirements.
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	No impact to the implementation date.	
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

ITPP revised and under review.

Business Requirements Document under review.

RFP under development and review.

Project Charter under review.

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Develop RFP	4/30/09	8/31/09	Delayed	Business requirements need to be more detailed; no impact to the implementation date.	
Release RFP, Evaluate & Select	7/1/09	9/1/09	Delayed	"Develop RFP" has taken longer than expected; no impact to the implementation date.	
Award RFP	1/29/10	4/30/10	Delayed	see above	
Start Pilot, Conversion & Test	2/1/10	5/1/10	Delayed	see above	
Complete Pilot, Conversion & Test	6/30/10	9/30/10	Delayed	see above	
Start Roll-Out to State	7/1/10	10/1/10	Delayed	see above	
Complete Roll-Out to State	11/1/10	11/1/10	On Target		
Shutdown & Archive CalJOBS & JTA	11/15/10	11/15/10	On Target		
Complete PIER	5/30/12	5/30/12	On Target		

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Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	x			
Milestones	x			
Deliverables	x			
Resources	x			
OneTime Cost	x			
Continuing Cost	x			

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Summary Milestones and Highlights

Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Develop RFP	4/30/09	8/31/09	Delayed	Business requirements need to be more detailed; no impact to the implementation date.	
Release RFP, Evaluate & Select	7/1/09	9/1/09	Delayed	"Develop RFP" has taken longer than expected; no impact to the implementation date.	
Award RFP	1/29/10	4/30/10	Delayed	see above	
Start Pilot, Conversion & Test	2/1/10	5/1/10	Delayed	see above	
Complete Pilot, Conversion & Test	6/30/10	9/30/10	Delayed	see above	
Start Roll-Out to State	7/1/10	10/1/10	Delayed	see above	
Complete Roll-Out to State	11/1/10	11/1/10	On Target		
Shutdown & Archive CalJOBS & JTA	11/15/10	11/15/10	On Target		
Complete PIER	5/30/12	5/30/12	On Target		

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

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	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	x			
Milestones	x			
Deliverables	x			
Resources	x			
One Time Cost	x			
Continuing Cost	x			

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0 Green	
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	1 Yellow	The "Develop RFP" milestone has slipped, but the project implementation date is unchanged.
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0 Green	
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0 Green	
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0 Green	
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0 Green	
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0 Green	
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0 Green	
	Medium	1		
	Weak	2		

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0	Green	
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0	Green	
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	0	Green	
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	
	Moderately Effective	1			
	Ineffective	2			
Total			1	G	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

Vendor Viability Rating Rationale

The vendor community was previously surveyed. From the survey we identified several vendors who offer this same service to other states. These same vendors will be available to bid on our RFP and have a track record of providing this service to the workforce service program.